

JOB DESCRIPTION

Job Title	Assessment Manager
Department	Propertymark Qualifications Ltd
Responsible For	n/a
Job Grade	tbc
Salary Range	tbc
Reports to	Head of Propertymark Qualifications

Job Purpose:

To manage the development, maintenance, review and quality assurance of a range of assessment products and services, including a suite of qualifications and apprenticeship end point assessments.

Main Duties and Responsibilities:

- Manage the development, maintenance and review of qualifications; working with relevant stakeholders including employers, professional bodies and technical experts to produce qualification specifications and structures, content (learning outcomes/assessment criteria) and related assessment strategies.
- Manage the development, maintenance and review of End Point Assessment tools, including liaison with relevant stakeholders, external and internal quality assurance personnel and employers/providers/apprentices
- Develop, review and maintain assessment tools for a suite of qualifications including question banks, mark schemes, sample assessment materials and relevant documentation.
- Manage the quality assurance processes for a suite of qualifications through managing a team of assessment personnel, standardising their performance and regularly analysing assessment performance data.
- Manage the quality assurance processes for relevant end point assessment including the management of a team of independent assessors, standardizing their performance and regularly analyzing assessment performance data.
- Provide guidance, support, information and reports to internal committees and Boards; including attendance at relevant subject and examination boards as required.
- Lead the recruitment, training and quality assurance of external assessment personnel.
- Manage subject boards and provide key strategic qualification information and reports for quality assurance and qualification review processes.
- Represent the Awarding Body at conferences and events and contribute to promotional activities and development of marketing materials as required.
- Operate in line with staff and organisational quality standards, policies and procedures
- Any other duties in line with level of responsibility.

Key working relationships:

Effective teamwork and matrix working required with:

- Quality and Compliance Manager
- Assessment Co-ordinator

Job Requirement / Skills

Essential

- Experience of qualification and assessment development and delivery
- Development and implementation of a range of summative and holistic assessment mechanisms and associated quality assurance processes
- Understanding and application of a range of assessment methodologies and associated quality assurance mechanisms
- Experience of partnership working with external agencies, partners and regulatory authorities
- Experience of using statistical data to make key decisions affecting qualifications and end users
- Accuracy, consistency and attention to detail
- Project management and budget control
- Ability to prioritise own work and adherence to deadlines
- Proof reading skills
- Proficiency in IT skills/MS office products
- Experience in a similar awarding body role

Desirable

- Experience of working within and across functional teams, including external contractors
- Knowledge and understanding of education and training policy and practice across the UK
- Sector-based education and training
- Familiarity with qualification and apprenticeship delivery models and regulatory systems (eg regulatory requirements, funding, delivery)
- Experience of delivering commercial targets
- Supervision/management of others and their work

Education / Experience:

- Significant experience and a track record of success in Product Management
- Proven experience in the UK education marketplace –experience selling or marketing into schools, FE colleges, Universities etc
- Proven experience negotiating commercial and contractual terms successfully
- Proven experience in developing and assessing the viability of business cases, budgets and plans
- Proven experience in either education qualifications development or development of eLearning and educational content in a regulated environment.
- Educated to degree level or equivalent
- Relates easily and effectively to colleagues, customers, suppliers, and partners
- Able to assess the viability of a group of products and implement change to ensure it maximises growth opportunities in the marketplace.
- Well organised and results-oriented. Follows through appropriately
- Numerate. Able to analyse complex data to establish trends and forecasts
- Confident presenter and communicator
- Ability to identify areas for improvement within your department

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- Self-motivated with the ability to work both independently and as part of a team
- Ability to prioritise workloads to meet deadlines